

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Phoenix Area Indian Health Service
Southwest Region – Office of Human Resources
Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, AZ 85004-4424

Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

ANNOUNCEMENT NUMBER: PXIHS-08-12-OC	OPENING DATE: 01-01-2008	CLOSING DATE: 12-31-2008
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POSITION TITLE/SERIES/GRADE: Office Automation Clerk; GS-0326-02/03/04

STARTING SALARY: GS-02, \$21,691 per annum
GS-03, \$23,667 per annum
GS-04, \$26,569 per annum

PROMOTION POTENTIAL: May or may not be eligible

SUPERVISORY/MANAGERIAL: NO

RELOCATION EXPENSES: No expenses paid.

APPOINTMENT/WORK SCHEDULE: Positions may be filled as permanent, term, or temporary, with a full-time, part-time, rotational, or intermittent schedule. Positions to be filled as vacancies occur.

AREA OF CONSIDERATION: Phoenix Commuting Area

DUTY LOCATIONS: Phoenix Area Office, Phoenix, AZ

JOB DESCRIPTION: Office Automation Clerk creates, copies, edits, calculates, revises, retrieves, stores and prints a wide range of documents in final form from handwritten drafts such as: correspondence, mailing labels, reports, graphs, statistics, calendar, table of contents, etc., involving highly technical, and specialized terminology. (scientific, engineering, legal, medical, etc.) Receives and answers routine telephone inquiries or refers to appropriate staff members, maintains office files; receives, routes and distributes mail, maintains and replenishes office supplies and updates manuals on policies, directives, etc. Performs other related duties as assigned.

WHO MAY APPLY: Merit Promotion and Excepted Service Eligibles. U.S. citizenship is required.

- Excepted Service Examining Plan Candidates (ESEP) - Individuals entitled to Indian Preference who wish to be considered for excepted appointment in IHS under authority of 5 CFR, Part 213, Schedule A 213.3116(B)(8).
- Merit Promotion Plan Candidates (MPP) – Current permanent competitive Federal status employees, reinstatement eligible and current IHS Indian Preference individuals and/or individuals who are eligible for excepted appointment in IHS under some other authority. (e.g., handicapped authority, etc.)
- Veteran's Preference - Preference eligible veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

Indian Preference applicants must indicate on their applications whether they are applying under the MPP, ESEP or both. If not indicated they will be considered under the MPP.

Qualified disabled applicants (Rehabilitation Act of 1973) and disabled veterans with 30% or more disability are encouraged to apply. Reasonable accommodations will be made for qualified applicants with disabilities except for when doing so, it would impose undue hardship on the Indian Health Service.

CONDITIONS OF EMPLOYMENT:

1. Selectee(s) are required to be immunized against Measles and Rubella and provide documentation prior to or at the time of their start date. Special consideration may be allowed to individuals who are allergic to a component of the vaccine or are currently pregnant. Selectee must have documented immunity to Rubella and Measles.
2. Selectee(s) are required to complete Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. Persons who have been arrested for or charged with a crime involving a child or violent crime against a person are not eligible for employment with IHS under PL 101-630.

3. Selectee(s) are required to complete a "Declaration of Federal Employment – Optional Form 306" to determine suitability for Federal Employment and to certify the accuracy of all the information in the application. Persons making false statements in any part of the application may: not be hired; or fired after employment starts; or may be fined.
4. Males born after December 31, 1959 are required to be registered with the Selective Service System in order to be eligible for employment with the Federal Government.
5. Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.
6. Some service units operate under extended service hours 7 days per week.
7. The incumbent may be required to travel and must possess a valid driver's license.

QUALIFICATION REQUIREMENTS: Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements. Applicants must meet the experience and/or education as follows:

Grade	EDUCATION**	OR	EXPERIENCE
GS-2:	High School graduate or equivalent		3 Months of General Experience
GS-3:	1 year above high school		6 Months of General Experience
GS-4:	2 years above high school		52 Weeks of General Experience

General Experience: Progressively responsible clerical, office or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Education: Successful completion of education above the high school level in any field for which high school graduation or the equivalent is a prerequisite may be substituted for experience. This education may have been obtained in an accredited business, secretarial or technical school, junior college or university.

Proficiency Requirement: In addition to meeting experience and/or education requirements, applicants must show possession of ability to type 40 words per minute, based on a five minute sample with three or fewer errors. Applicants may meet this requirement by passing the appropriate performance test and presenting a certificate of proficiency from a school or other organization authorized to issue such a certificate. Certificate of proficiency are acceptable for 3 years from the date of issuance. Or complete the attached Self-Certification Statement Performance test results.

TIME IN GRADE: Candidates must have completed at least one year of service in a position no more than one grade lower than the position to be filled. (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-In-Grade requirements.)

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade and qualification requirements within 30 calendar days after the closing date of the vacancy announcement.

METHODS OF EVALUATION: Evaluation is made on the basis of appropriate education, experience, performance appraisals, training, self-development, outside activities and special awards. Experience related to tribal involvement and to Indian community projects will also be evaluated. Applicants will also be evaluated on the following ranking factors, i.e., Knowledge, Skills and Abilities (KSA's).

SUPPLEMENTAL QUESTIONNAIRE on KNOWLEDGE, SKILLS and ABILITIES: (KSA) On a separate sheet of paper, discuss how you performed or have potential to develop the particular knowledge, skills and abilities listed below. Failure to submit written responses as part of your application may result in an ineligible rating.

KSA's, Office Automation Clerk, GS-0326-02/03/04

1. Knowledge of office automation; e.g., personal computers and word processing, various software programs. (spread sheets, graphic interface, data base, etc.)
2. Knowledge of correct spelling, punctuation and basic grammar to type and arrange a variety of materials from different sources in a neat understandable manner.
3. Knowledge of the skills and techniques required to provide telephone and receptionist duties.
4. Knowledge of filing systems.

HOW TO APPLY/REQUIRED FORMS: (Incomplete application will not be considered.)

We may hire at any of the grades shown in this announcement. You are encouraged to indicate which grade level(s) or salary for which you wish to be considered.

1. Applicants may use one of the following to apply: (1) OF-612 Optional Application for Federal Employment, **or** (2) Resume (See requirements in **Attachment A**).
2. If claiming Indian Preference, BIA-4432, "Verification of Indian Preference for Employment in BIA and IHS."
3. If claiming Veteran's Preference, copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50) if a current or former employee and/or if requesting Reinstatement Eligibility.
5. Copies of official college transcripts.
6. Completed PL 101-630 Questionnaire, (Indian Child Care Form - attached)
7. Typing certificate or self certification of typing proficiency (form attached)
8. Completed Work Availability Form (form attached)
9. Written Responses to the Knowledge, Skills and Abilities (KSA). **OPTIONAL** ~ Failure to submit may result in an ineligible rating or substantially lower score.

Application and required forms must be identified by this announcement number and submitted to the address below:

ATTN: PXIHS-08-12-OC

Southwest Region –Office of Human Resources

Phoenix Area Indian Health Service

Two Renaissance Square

40 North Central Avenue, Suite 510

Phoenix, AZ 85004

Phone: (602) 364-5219

Fax: (602) 364-5176

Facsimile is acceptable – this office is not responsible for incomplete transmissions. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job opening can be obtained at www.opm.gov, or at USAJOBS www.usajobs.gov or check the IHS Website at www.ihs.gov. All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS) and subject to retention by this office.

Your application will be included in the inventory of candidates established for consideration for current job vacancies. You will be considered for those vacancies that match your desired preferences. Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement for filing additional or similar positions.

Human Resource Specialist: Call 602-364-5219 to contact a Human Resources Specialist Date: 01/01/2008

IHS OPERATED PROPERTIES ARE "TOBACCO FREE."

ATTACHMENT A

Resume Requirements - Your resume or other application format must contain the following information to allow for qualification determination.

- Identify your application/resume by the announcement number, title and grade(s)
- Full Name (first,middle,last ~ include other names used, i.e., maiden name)
- Mailing Address
- Phone Number you can be reached at.
- Email Address (if applicable)
- Social Security Number
- Country of citizenship
- Education: list high school and colleges attended, type of degree (list major) received, date of degrees conferred, and city and state of school.
- Work Experience: (include non-paid work as well as paid)
 - Job Title (if Federal employment, indicate series and grade)
 - Duties and Accomplishments
 - Employer's name and Accomplishments
 - Employer's name and phone number
 - Starting and ending dates of employment (month/year)
 - Hours of work per week
 - Salary
 - Indicate if you do not want us to contact your current supervisor
(if not specified, it will be assumed that we may do so)
- List job related training (title, year obtained, hours of training)
- Honors or awards received
- License or certificates obtained (submit with application)
- Special accomplishments (i.e., publications, memberships, leadership and community recognition, etc)

Indicate if you do not want your current supervisor contacted for reference purposes.

ATTACHMENT B

1. You may be eligible for special selection priority consideration under the Career Transition Assistant Program (CTAP) if you are a current career or career-conditional (tenure group I or II) employee of the DHHS Agency at the GS-15 grade level or below or equivalent, and who has received a specific RIF separation notice or a Certificate of Expected Separation indication your job is surplus, or notice of removal for declining a directed reassignment or transfer of function outside the local commuting area. To qualify for special selection priority consideration under CTAP you MUST also meet the criteria shown in paragraph 3 below.
2. You may be eligible for special selection priority consideration under the Interagency Career Transition Assistance Program (ICTAP) if you are a current or former career-conditional (tenure group I or II) employee of any agency in the competitive service at the GS-15 grade level or below or equivalent, who has received a specific RIF separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area. You may also be eligible if you were separated because of a compensable injury and your compensation has been terminated; or you retired with a disability and your disability annuity has been or is being terminated; or you were in receipt of a RIF separation notice and retired on the effective date of the RIF or under discontinued service; or you are a former Military Reserve Technician or National Guard Technician who is receiving a special disability retirement annuity from OPM. To qualify for special selection priority consideration under ICTAP you MUST also meet the criteria shown in paragraph 3 below.
3. To qualify for special selection priority consideration under CTAP or ICTAP for this vacancy, you MUST also meet ALL of the following:
 - (a) Have a current or last performance rating of record of at least fully successful or equivalent. A copy MUST be submitted with your application package. (Note: this requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 - (b) Be applying for a position at or below the grade level from which you will be, or have been separated, and which does not have a greater promotion potential than the position from which you will be, or have been separated.
 - (c) Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - (d) File your application by the vacancy announcement closing date and meet all the applicable criteria. Your application MUST include ALL documents that support your claim of eligibility for priority consideration – RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; SF-50 Notification of Personnel Action, showing that they were separated as a result of RIF, or declining a transfer of function or directed reassignment to another area; official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated; or official notification from the Military Department or National Guard Bureau that the employee has retired under 5 USC 8337(h) Or 8456.
 - (e) Be rated “well qualified” for this position. A numerical rating of 85 is considered to be well qualified for this position.

APPLICANT'S STATEMENT OF SELECTIVE SERVICE REGISTRATION STATUS

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law {5 U.S.C. 3328} requires that you must be registered with the Selective Service law, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for employment by executive of the Federal Government.

CERTIFICATION OF REGISTRATION STATUS

Check one:

- ☐ I certify I am registered with the Selective Service System.
- ☐ I certify I have been determined by the Selective Service to be exempt from the registration provisions of Selective Service law.
- ☐ I certify I have not registered with the Selective Service System.
- ☐ I certify I have not reached my 18th birthday and understand I am required by law to register at that time.

NON-REGISTRANTS UNDER AGE 26

If you are under age 26 and have not registered as required, you should register promptly at the United States Post Office or consular office if you are outside the United States.

NON-REGISTRANTS AGE 26 OR OVER

If you were born in 1960 or later, are 26 years of age or older, and were required to register but did not do so, you can no longer register under Selective Service law. According, you are not eligible for appointment to an executive agency unless you can prove to the Office of Personnel agency Management (OPM) that your failure to register was neither knowing nor willful. You may request an OPM decision though the agency that was considering you for employment by returning this statement with your written request for an OPM determination together with an explanation and documentation you wish to furnish to prove that your failure to register to register was neither knowing nor willful.

PRIVACY ACT STATEMENT

Because information on your registration status is essential for determining whether you are in compliance with 5 U.S.C 3328, failure to provide the information requested by the statement failure to provide the information requested by this statement will prevent any further consideration of your application for appointment. This information is subject to verification with the Selective Service System and may be furnished to other Federal agencies for law enforcement or other authorized use in implementing this law.

FALSE STATEMENT NOTIFICATION

A false statement may be grounds for not hiring you, or for firing you if you have already begun work. Also, you may be punished by fine or imprisonment. (Section 1001 of title 18, United States Code.)

Legal signature of individual {please use ink}

Date signed {please use ink}

PHOENIX AREA OFFICE
PERSONNEL MANAGEMENT BRANCH
Self-Certification Statement
Office Automation Clerk – PXIHS-08-12-OC

All clerical (typing, office automation, and stenography) positions filled by the Phoenix Area Office, Indian Health Service, require applicants to possess full capability to perform typing and/or stenography tasks. If you have the abilities listed below, please sign and date the self-certification statement and submit it along with your application.

To be eligible for Clerk-Typist, Office Automation or Secretary (Typing) or Secretary (Office Automation) positions, you must be able to:

1. Type 40 words per minute; words per minute are based on a five minute sample with three or fewer errors.
2. Properly lay out and space correspondence and other documents of similar complexity.
3. Identify basic grammatical errors and correct spelling and punctuation.

I hereby certify that I meet the requirements set forth in this self-certification statement for:

Typing _____WPM

Note: A certification statement must be signed and dated for each specific Vacancy Announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

Signature:_____

Date: _____

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: Office Automation Clerk **Announcement Number:** PXIHS-08-12-OC

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

*[If **AYES**®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children?
YES_____ NO_____

*[If **AYES**®, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink) Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address***

Phoenix Area Indian Health Service
Work Availability Form

Name _____ Vacancy Announcement # PXIHS-08-12-OC

A) Check only the appointment types you will accept:

_____ Permanent

_____ Temporary (1-year or Less)

_____ Term (13-months, possible extension up to 4-years)

B) Check only the work schedule types you will accept:

_____ Full-time (40 Hours per week)

_____ Part-time (16 to 32 Hours per week)

_____ Intermittent (No regular hours, come on call)